

**METHOD AND SYSTEM FOR CENTRALIZED  
STORAGE AND MANAGEMENT OF  
ELECTRONIC MESSAGES**

**ABSTRACT OF THE DISCLOSURE**

A system for distributing electronic messages in an efficient manner using centralized storage and management. In particular, the system receives electronic messages to be distributed to one or more recipients, centrally stores a single copy of the message as well as various information about sending the message, and sends to each recipient a short indicator message to notify the recipient that the electronic message is available. The system then tracks and manages requests from the recipients to access the message by permitting access when appropriate, performing activities such as decrypting/encrypting the message if necessary, recording information about the access and about recipient instructions related to the message, archiving the message if necessary, and deleting the message when it is no longer needed. After a recipient receives an indicator, the recipient can use the indicator to access and review the message. The recipient can also provide various instructions about actions to be taken with the message corresponding to an indicator, such as to save or delete the message or to forward the message to another recipient. After all recipients have reviewed the message and no recipient has currently indicated to save the message (or all have indicated to delete the message), the system can then delete the single copy of the message.